Display Messages

RITS contains facilities for presenting messages to the entire system or to specified Payroll Offices. The "Must See" messages are transmitted system wide to all users of the IPAC applications, and may contain IPAC system general instructions, training announcements, new reporting requirements or other administrative information. When you first go to the IPAC system web site, if there is a current "Must See" message, you will be presented with a message screen as explained in the *Introduction* to this manual.

There is another messaging system for "Broadcast Messages". These messages are distributed to an individual Payroll Office or to a group of Payroll Offices.

<div style="border:1px solid black; padding:10px;">

You should routinely check for Broadcast Messages for your Payroll Office.

</div>

Broadcast Messages are entered through the RITS Administration program and their entry is covered in the RITS Administration Manual. These messages are viewed through the **Display Messages** function on the **RITS Main Menu**.

Accessing the Display Messages Function

To view **Broadcast Messages** intended for your Payroll Office, log on to the IPAC system and choose the RITS option from the IPAC system main menu as explained in the *Introduction* to this manual. The Main Menu for the RITS system is shown in Figure 4.1.

Figure 4.1   RITS Main Menu

Payroll Office

The first field on this screen is the **Payroll Office** field. This is the Payroll Office number of your Payroll Office, or the Payroll Office for whom you are doing business. Your Login ID, which you entered to start your session with the IPAC system, will be available to RITS. Using that ID, RITS will determine the **Payroll Office**(s) for whom you are authorized to perform business.

- If you are only authorized to act on behalf of **one Payroll Office**, that Payroll Office will appear in the Payroll Office data entry box as shown above.

- If you are authorized to act for **multiple Payroll Offices**, those Payroll Office numbers will appear in a drop-down menu box for the Payroll Office field.

- If you are authorized to act for **more than 25 Payroll Offices**, the Payroll Office field will appear as a blank data entry box.

The Payroll Office field is mandatory and you must accept the Payroll Office number shown as a default or, if you have further authorizations, either choose a Payroll Office from the drop down menu or enter a Payroll Office in this field
.

RITS – Broadcast Messages screen

After completing the Payroll Office field, click on the "Display Messages" button as shown in Figure 4.1. The **Broadcast Messages** screen, shown in Figure 4.2, will display.
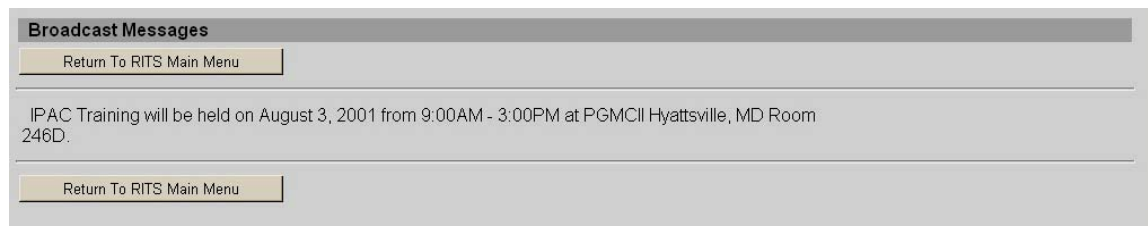

Figure 4.2   Broadcast Messages

You can print this message screen through your browser's print facility.

There is no provision for responding to either **Must See Messages** or **Broadcast Messages** through the RITS system. Once you have seen and made note of the Broadcast Messages for your agency, click "Return to RITS Main Menu."